Infrastructure Canada

Canada

Gas Tax Fund and Public Transit Fund Reporting System

USER GUIDE

Version: 2.3

March 12, 2009
Minor Revisions April 20, 2010

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Introduction

This instruction manual outlines the basic steps for entering Gas Tax Fund (GTF) and Public Transit Fund (PTF) project information into the online reporting system. The system was built to facilitate consolidated reporting across regions and nationally.

This user guide has been designed for recipients.

Note: All information in this user guide is test data (not actual project data).

PLEASE NOTE – System Maintenance Window

Until further notice, the GTF-PTF Reporting System will normally be unavailable to users on weekends from 8:00 PM Eastern Standard Time on Saturdays until Midnight EST on Sundays.

This is to allow time for regular maintenance.

1. Recipient

Entering Project Information Online:

Please go to https://gtpt-tetc.infrastructure.gc.ca/ and log on. You should have already received a User Name in your reporting package. If you have not or need to have the password reset, please contact the Gas Tax/Public Transit Management Services office at 250-356-2947 or by e-mail at GT-PT@ubcm.ca.

Important Notes:

- ⇨ You are entering information in a **SECURE** interactive online environment.
- ⇨ Because this site is secure, your browser should be at least Internet Explorer version 4.01 to 6.0, Netscape version 4.7, or Mozilla Firefox 1.0). Either way, your browser MUST have at least 128-bit encryption to ensure the proper level of security.
- ⇨ For security reasons, if you do not actively enter information for 60 minutes, the system will log you out and you will have to log in again. Information entered prior to being logged out will not be saved, so if you are leaving your computer for any length of time, save the application first.

Helpful Hints:

Before you start, you should have your project information available for reference to enter into the system. You can save the information at any time and return to it.

As the project proponent, you are responsible for ensuring full and accurate information is entered. Please make sure all fields are completed in full to the best of your ability.

When you have completed entering the information for a project for a given year, you can “close” the year. At this point in time, you will be unable to further update the project information. If you

need to update the information, please contact Gas Tax/Public Transit Management Services by telephone at 250-356-2947 or by e-mail at GT-PT@ubcm.ca and they will “re-open” the year for you to make changes.

Navigating in the System:

You will see two menus to help you navigate the system – the Tool Bar at the top of the page and the Menu at the left side of the screen.

The Tool Bar (Top of the Screen)

⇨ **Français/English –** changes the language of the system when you click on this button

⇨ **Home –** returns the user back to the Welcome page

⇨ **CONTACT US** – who to contact for more information or personal assistance

⇨ **HELP** – will display a separate screen to assist you in completing the page you are on

⇨ **SEARCH** – displays the Project Search page

⇨ **canada.gc.ca** – link directly to the Government of Canada website

The Menu (Left Side of the Screen)

This menu will assist you when you are entering your project information. You can always leave your work in progress (save your progress first), log off and log back on again. Just don’t forget your User Name and Password or your GTF/PTF project number (located at the top of all the Project pages) if you have already entered a project! To avoid duplication, you should only enter a project **ONCE**. After that, you should **UPDATE** the project.

HINT: Once you have completed the information on a screen, you can press **CONTINUE** to move to the next screen. This will SAVE your information automatically. If you are just updating one screen, you can click the SAVE button to retain the information on that particular screen.

Mandatory Fields

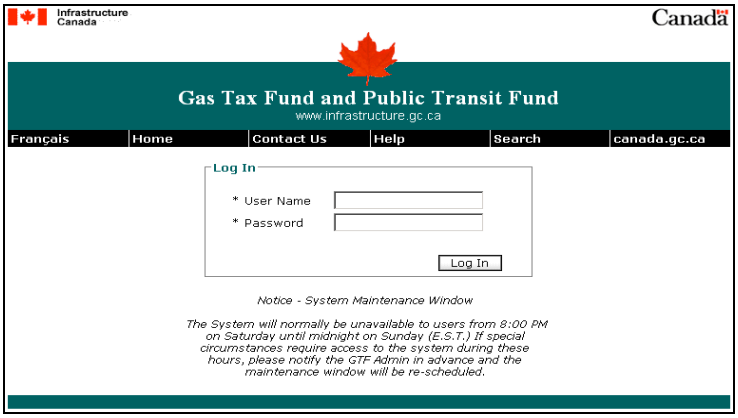
⇨ If you see a field with an asterisk (*) – it is a mandatory field!

2. LOG ON

In your web browser, enter: https://gtpt-tetc.infrastructure.gc.ca/.The home page for the “Gas Tax Fund Public Transit Fund –Reporting System” will be displayed. Please select your language of choice.

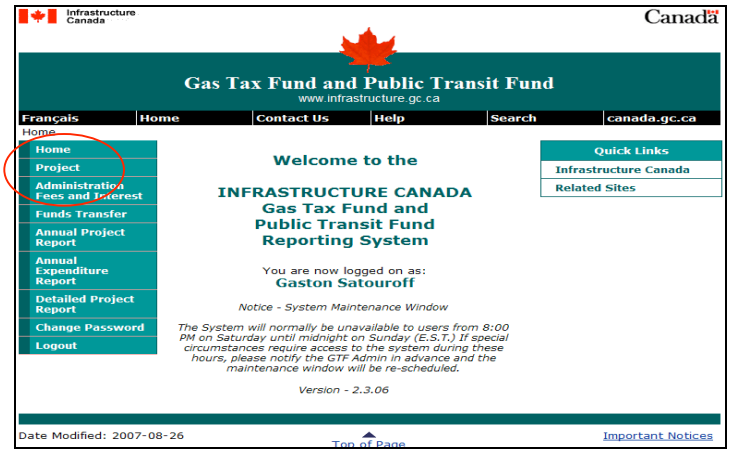
Infrastructure Canada
Welcome | Bienvenue
Gas Tax Fund and Public Transit Fund Reporting System
Système de rapport pour le Fonds de la taxe sur l'essence et Fonds pour le transport en commun
English
Français
Canada
Important Notices
Avis importants

You will then be presented with a login page:


Infrastructure Canada
Canada
Gas Tax Fund and Public Transit Fund
www.infrastructure.gc.ca
Français
Home
Contact Us
Help
Search
canada.gc.ca
Log In
* User Name
* Password
Log In
Notice - System Maintenance Window
The System will normally be unavailable to users from 8:00 PM on Saturday until midnight on Sunday (E.S.T.) If special circumstances require access to the system during these hours, please notify the GTF Admin in advance and the maintenance window will be re-scheduled.

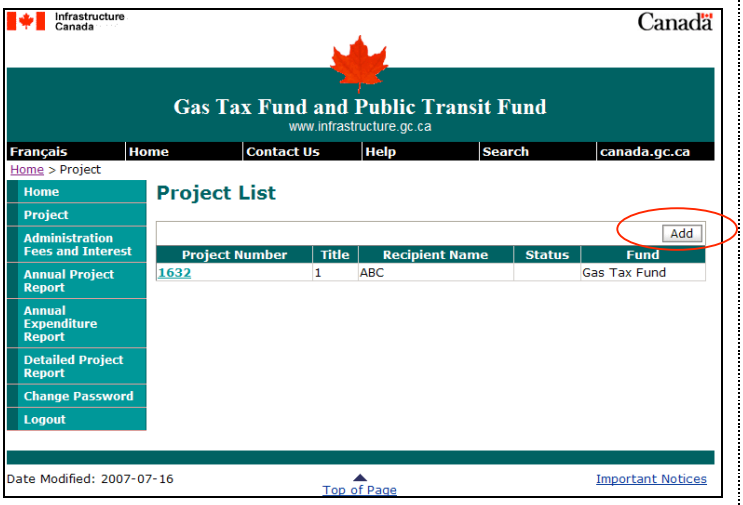
Please enter the User Name and the Password that was provided to you and Click the Log In button.

Once you login, you are taken to the home page.



From this page, you can select the Project menu option on the left side menu to begin entering project information.

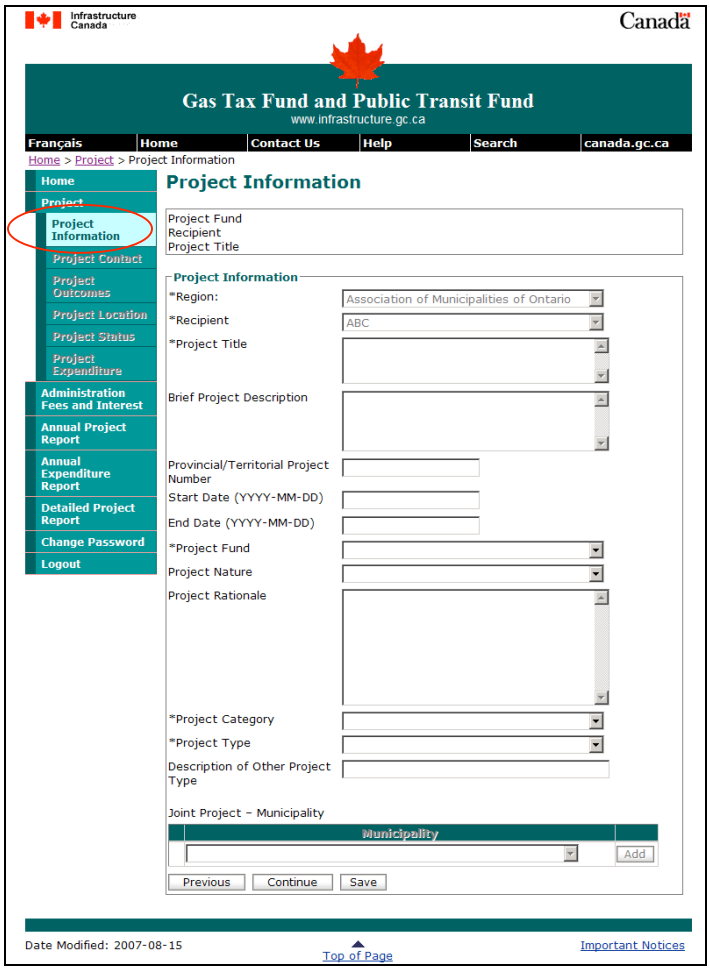
3. PROJECTS

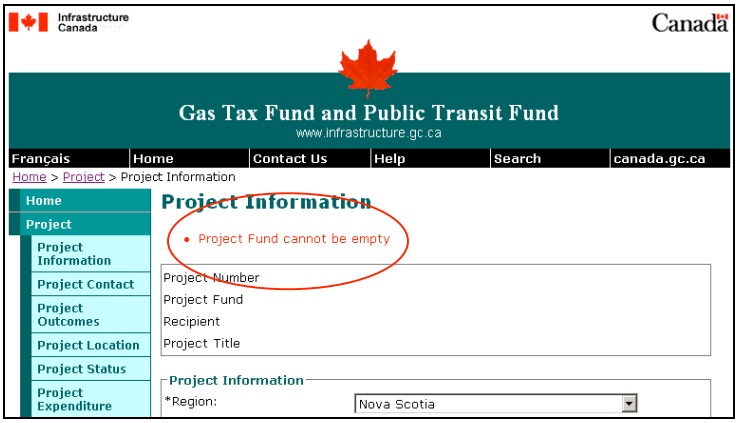


The project list page shows any pre-existing projects for the municipality, and allows the entry of new projects. To enter a new project, click the **Add** button at the top right side of the project list.

The Project Information Page will be displayed.

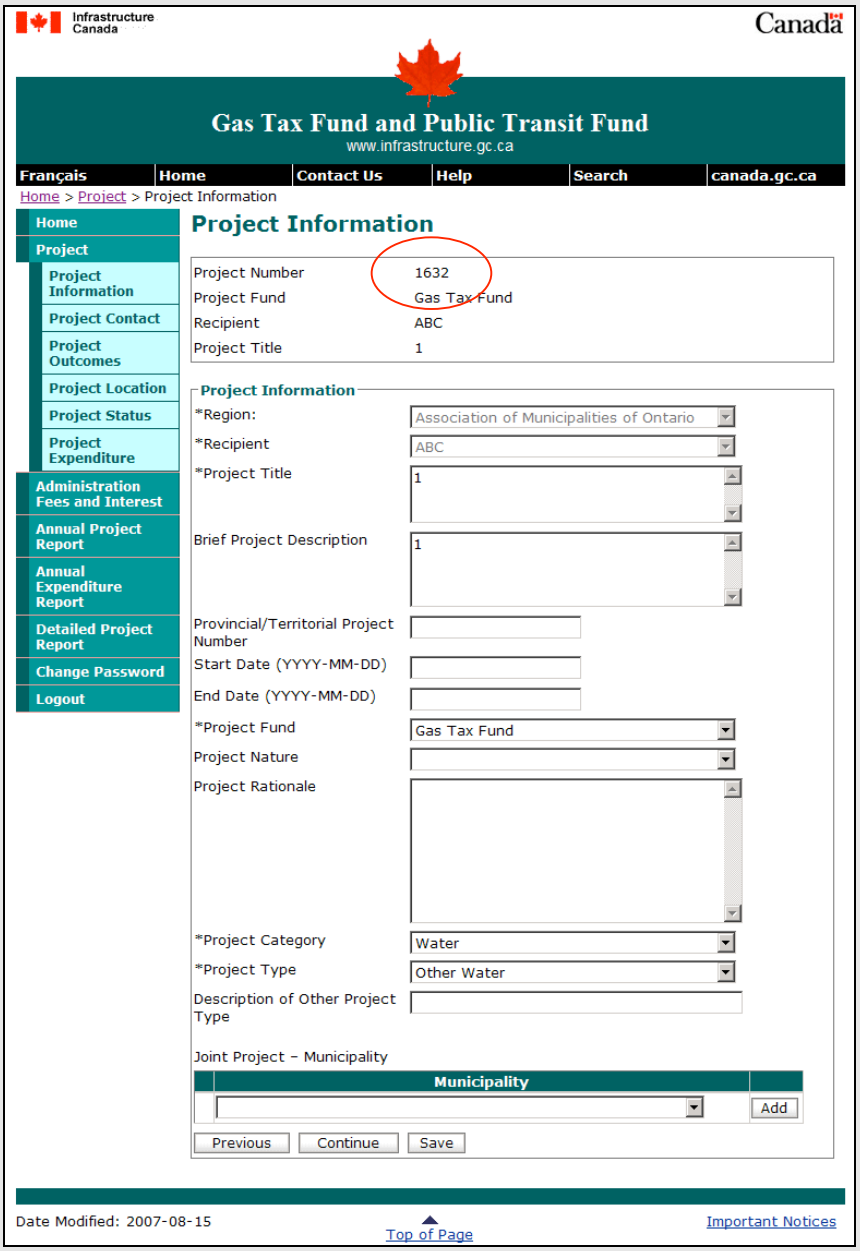
*	**Project Number**	To work on an existing project, click on the desired project number in the Project List.

Project Information		This page allows for the entry and updating of general project information for each Gas Tax and Public Transit funded project.
Project Information		
*	**Project Title**	Enter a brief but descriptive name for your project. Maximum of 100 characters.
	Brief Project Description	Enter a brief but complete description for the project. There is no character limitation.
	Provincial/Territorial Project Number	Enter a Provincial/Territorial Project Number (if applicable) Maximum 25 characters.
	Start Date	Provide the construction start date of the project, in the format YYYY-MM-DD.
	End Date	Provide the construction end date (actual or planned if not yet completed), in format YYYY-MM-DD.
*	**Project Fund**	Select the main funding program for the project (either Gas Tax Fund, Public Transit Fund, or Both)

	Project Nature	Select the appropriate item from the drop-down list to indicate the nature of the project work. This field is mandatory for Manitoba municipal recipients.
	Project Rationale	Provide a description of how the project addresses current problems, needs or situations requiring improvement. The Project Rationale description is only available (as an optional field) when the Project Nature selected is "Capacity Building".
*	**Project Category**	Select the Project Category that most accurately describes the category of project being conducted. The selection of a Project Category will prompt the system to load the Project Types associated to that particular Project Category.
*	**Project Type**	Select the Project Type that most accurately describes the type of project being conducted. For projects that do not fit into a classification of an existing project type, you may select an "Other" project type.
	Description of Other Project Type	If you have selected one of the "Other" project types, you must provide an explanation/description of the type of work being conducted.
	Joint Project - Municipality	This is used to identify other Municipalities that are involved in the implementation of the project. You may select one or more Municipalities from the list of Municipalities. To delete a municipality from the list after you have selected it, simply click the delete link next to the municipality name in the list.
	Error message	Upon clicking the Continue or Save button, the system will check to see if there are any missing mandatory fields. If there are, the system will display an error on the page and ask you to correct it. 

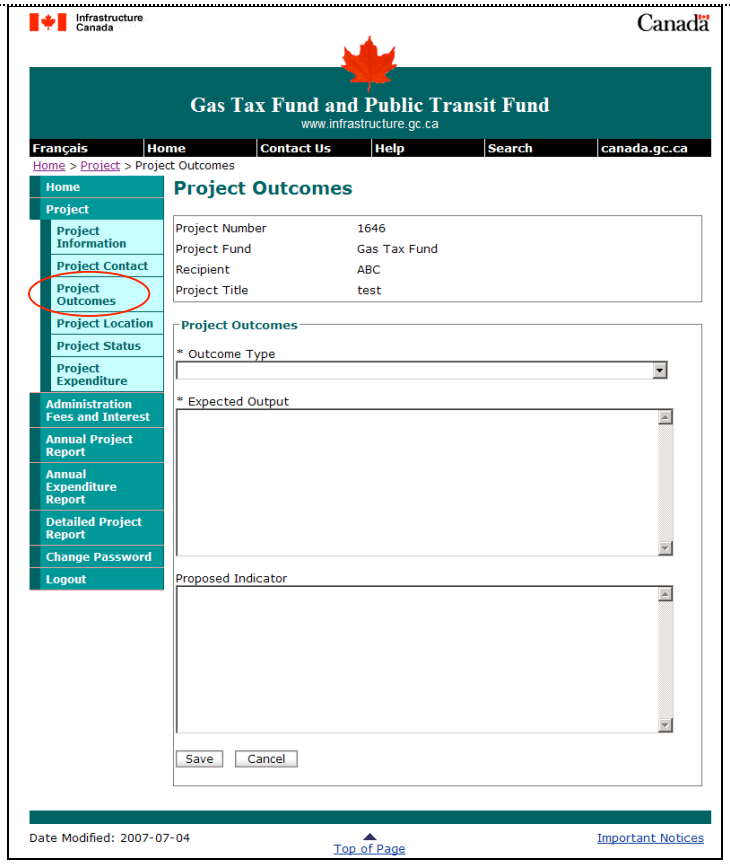
Once the information is entered without any errors, click Save

AT THIS POINT, THE SYSTEM WILL ISSUE YOU A PROJECT NUMBER FOR YOUR PROJECT. PLEASE MAKE NOTE OF THIS NUMBER FOR FUTURE REFERENCE.



Previous - Selecting this button will navigate to the Project List page.
Continue - Selecting this button will navigate to the Project Contacts page
Save - Will save the information entered on the page to the database.

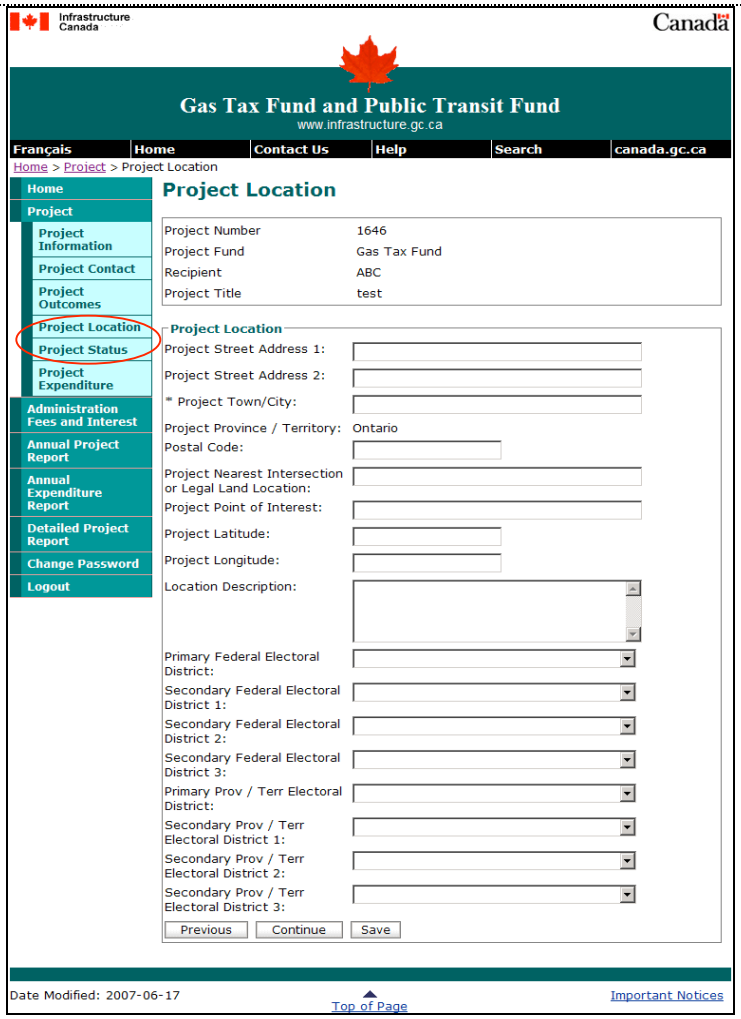
Project Contact		This page allows for the entry and updating of primary contact information for each Gas Tax and Public Transit funded project.
Project Contact		
	Contact Family Name	Enter the family name of the person who is the Recipient's contact for the project.
	Contact Given Name	Enter the given name of the person who is the Recipient's contact for the project.
	Contact Language Preference	Select the preferred language of communication for the contact.
	Contact Position	Enter the position or title of the contact for the project.
	Contact Phone Number	Enter the contact's office telephone number. Provide the area code and extension, if applicable.
	Contact Email	Enter the contact's office email address.
	Contact Fax Number	Enter the contact's office fax machine number. Provide the area code and extension, if applicable.
Previous - Selecting this button will navigate to the Project Information page. Continue - Selecting this button will navigate to the Project Outcomes page Save - Will save the information entered on the page to the database.		

Project Outcomes		This page allows for the entry and updating of Project Outcomes information for each Gas Tax and Public Transit funded project. The Project Outcomes provide the means by which the impact of the use of the Gas Tax and Public Transit funds will be measured through a set of core indicators. The core indicators for the Gas Tax and Public Transit funds are: ▪ Cleaner Air ▪ Cleaner Water ▪ Lower Greenhouse Emissions ▪ Capacity Building (Outcomes N/A)
		
	Add	Click the Add button to add a Project Outcome Add
*	**Outcome Type**	Provide a description of the Expected Output associated to the selected Outcome Type.
	Expected Output	Provide a description of the proposed indicator for the selected Outcome Type in this field. Preferably, the proposed indicator will be a quantifiable (measurable) indicator. Indicate the indicator to be measured along with the unit of measurement.

		Example: if Cleaner Water is the Outcome Type, a quantifiable indicator would be Net Change in number of cubic metres of potable water available after the project is completed.
	Save	Click the Save button once you have entered an Outcome Type, Expected Output, and Proposed Indicator
	Edit	Selecting this link will allow the user to edit an existing Project Outcome.
	Delete	Selecting this link will delete a Project Outcome.
Previous - Selecting this button will navigate to the Project Contacts page. Continue - Selecting this button will navigate to the Project Location page Save - Will save the information entered on the page to the database.		

Project Location	This page allows for the entry and updating of Project Location information for each Gas Tax and Public Transit funded project. The Project Location information should identify the location of the project work being undertaken, which in many cases will be different than the location of the Recipient's office or City Hall. Project Location information is valuable in that it allows Provincial/Territorial governments and Infrastructure Canada to use Geographic Information Systems (GIS) and mapping technology to disseminate information on the use and impact of the funding programs. Ideally, the Project Street Address, Town/City, Province/Territory and Postal Code will be provided. If this information is not available, then the Project Nearest Intersection or Legal Land Location may be provided. If the Address and Project Nearest Intersection or Legal Land Location is not available, then the Point of Interest/Placename may be provided. A Point of Interest/Placename is a location (with a fixed position), typically identified by name rather than an address and characterized by type, which may be used as a reference point. A point of interest could be a shopping mall, a provincial or national park, a university, a hospital, etc.

Project Location



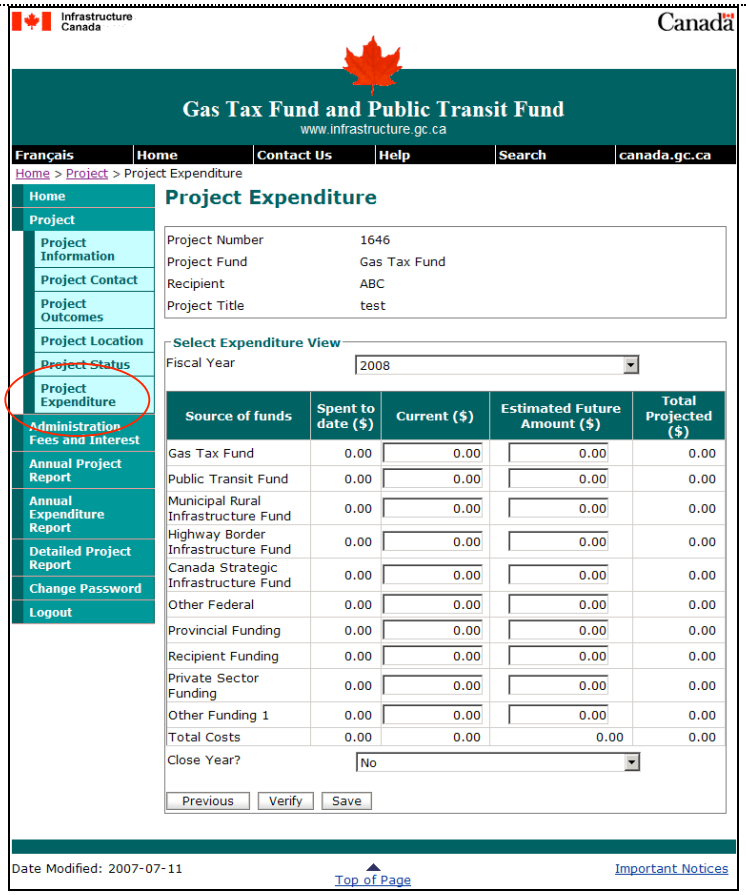
	Project Street Address 1	This is the street address of the project work being carried out.
	Project Street Address 2	This is the street address of the project work being carried out.
*	**Project Town/City**	This is the name of the Town or City in which the project work is being carried out.
	Project Province/Territory	This is a read-only field, that displays the Province or Territory of the Recipient selected for the project.
	Postal Code	This is the postal code of the location in which the project work is being carried out.
	Project Nearest Intersection or Legal Land Location	This is the Nearest Street Intersection or Legal Land Location of the location in which the project work is being carried out.
	Project Point of Interest	This is the name of a Point of Interest or place name that identifies the location of the project work being carried out.

	Project Latitude	This is the Latitude of the project location (point), in the degrees decimal format. **Example format: 45.333333**
	Project Longitude	This is the Longitude of the project location (point), in the degrees decimal format. **Example format: -78.123456**
	Project Location Description	This is a free text field in which you may further describe (in words) the location of the project.
	Primary Federal Electoral District	You may select a Federal Electoral District from the pre-defined list. Select the Federal Electoral District in which the majority of the project work is being carried out.
	Secondary Federal Electoral District 1	Select a Secondary Federal Electoral District in which the project work is being carried out. This is used when the project work is carried out in more than one Federal Electoral District.
	Secondary Federal Electoral District 2	Select a Secondary Federal Electoral District in which the project work is being carried out. This is used when the project work is carried out in more than two Federal Electoral District.
	Secondary Federal Electoral District 3	Select a Secondary Federal Electoral District in which the project work is being carried out. This is used when the project work is carried out in more than three Federal Electoral District.
	Primary Provincial Electoral District	You may select the corresponding Provincial Electoral District from the pre-defined list. Select the Provincial Electoral District in which the majority of the project work is being carried out.
	Secondary Provincial Electoral District 1	Select a Secondary Provincial Electoral District in which the project work is being carried out. This is used when the project work is carried out in more than one Provincial Electoral District.
	Secondary Provincial Electoral District 2	Select a Secondary Provincial Electoral District in which the project work is being carried out. This is used when the project work is carried out in more than two Provincial Electoral District.
	Secondary Provincial Electoral District 3	Select a Secondary Provincial Electoral District in which the project work is being carried out. This is used when the project work is carried out in more than three Provincial Electoral District.
Previous - Selecting this button will navigate to the Project Outcomes page. **Continue - Selecting this button will navigate to the Project Status page** **Save - Will save the information entered on the page to the database.**		

Project Status		This page allows for the entry and updating of Project Status information for each Gas Tax and Public Transit funded project. The Project Status information may be updated throughout the lifecycle of the project, in order to provide an accurate representation of the state of completion for each project.
Project Status		
*	**Project Status**	Select one of the pre-defined items in the project status drop-down list that most accurately reflects the current status of the project. A project status description must be selected in order to Verify the project and close a Fiscal Year.
	Status Description	You may provide a text description of the status of the project in this field.
	Project Status Percentage (Complete)	You may enter a value in this field (0 - 100) to indicate the current overall project percentage complete.
Previous - Selecting this button will navigate to the Project Location page. Continue - Selecting this button will navigate to the Project Expenditure page Save - Will save the information entered on the page to the database.		

Project Expenditures	This page allows for the entry and updating of Project Expenditure information for each Gas Tax and Public Transit funded project. The Project Expenditure information identifies the Source and Amount of funds expended on each project, on an annual basis. The user must select a value from the Fiscal Year drop-down list. The selection of a fiscal year will cause the page to display the Project Expenditure information saved in the database for the selected fiscal year(s). The user will be able to add/update the Project Expenditure information for fiscal years that are not closed. A user may elect to close a fiscal year once all expenditure amounts have been entered for the fiscal year. In order to close a fiscal year, the following conditions must be true: ▪ A project audit must be recorded as completed for the selected fiscal year ▪ The project information must pass the Submit Project validations. The Submit Project validations will ensure that the following mandatory information has been entered for the project: ▪ A project title must be entered ▪ A brief project description must be entered ▪ A main funding program (Gas Tax or Public Transit) must be selected ▪ A project nature must be selected ▪ A project category must be selected ▪ A project type must be selected ▪ If the selected project type is an "Other" project type, then a description of the "Other" project type must be entered ▪ The project town/city must be entered ▪ A value must be selected for the project status ▪ For projects that are not of the type "Capacity Building", a project outcome must be defined. ▪ All errors encountered during the Submit Project process will be reported to the user in order for the user to provide the missing or incomplete information. ▪ Once a fiscal year is closed, the expenditures for the closed fiscal year cannot be modified.

Project Expenditure



	Fiscal Year	Select a Fiscal Year from the drop-down list in order to view or update Project Expenditure information for the selected Fiscal Year. The ALL option will display all applicable Fiscal Years for the program and allow the user to view/update expenditure information for any Fiscal Year.
	Source of Funds	The Expenditures page contains a list of Sources of Funds, according to each Region. The items in the Source of Funds list correspond to the organization or funding program that is providing funds to the project.
	Spent to Date	This column appears when the user is viewing expenditures for a single Fiscal Year. This is a read-only calculated field that shows the amount of expenditures by Fund Source for all fiscal years prior to the selected fiscal year.
	Current	This column allows for the recording of the amount of expenditures incurred by the project according to Fiscal Year and Source of Funds. The amounts in this column may be updated only for fiscal years that have not been closed.
	Future Years Estimated	This column appears when the user is viewing expenditures for a single Fiscal Year. The user may enter the planned future expenditure amounts (not including the prior or selected fiscal year) for each Source of Funds.

	Total Projected	This is a read-only calculated field that displays the sum of the amounts displayed on the page for each Source of Funds. When a single fiscal year is selected to be displayed, this field will display: ▪ Sum of (Spent to Date + Current + Future Estimated) for each Source of Funds. When all fiscal years are selected to be displayed on the page, this field will display: ▪ Sum of amounts entered for each fiscal year, for each Source of Funds
	Total Costs	This is a read-only calculated display of the Sum of Current amounts for all sources of funds.
	Close Year	This field is used to indicate if all expenditure amounts have been entered for the selected Fiscal Year and the user wishes to close the selected fiscal year. Setting this field to "Yes" will cause the Project submit validations to be carried out on the Project Data, and if the Project Submit validations pass, the Fiscal Year will be Closed. Expenditure amounts cannot be updated for Closed Fiscal Years.
Previous - Selecting this button will navigate to the Project Location page. **Save - Will save the information entered on the page to the database.**		

4. Interest and Administration Page

The final step in the yearly reporting is for the municipality to enter any interest earned on their funds and any administration costs expended using the interest.

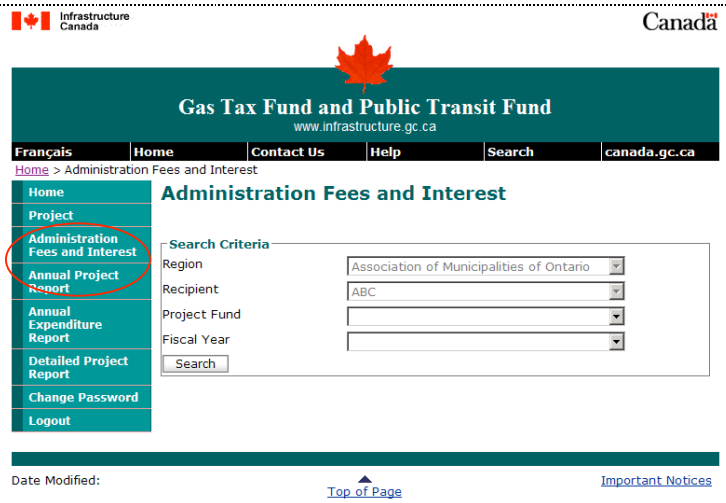
This page allows for the entry and updating of Interest Earned and Administration Costs at the Recipient levels for Gas Tax and Public Transit funds.

Recipients must report any interest earned by their organization from Gas Tax and Public Transit funds. Interest earned and Administration costs are reported separately for each funding program and are recorded according to the fiscal year in which the interest was earned or the administration costs were incurred.

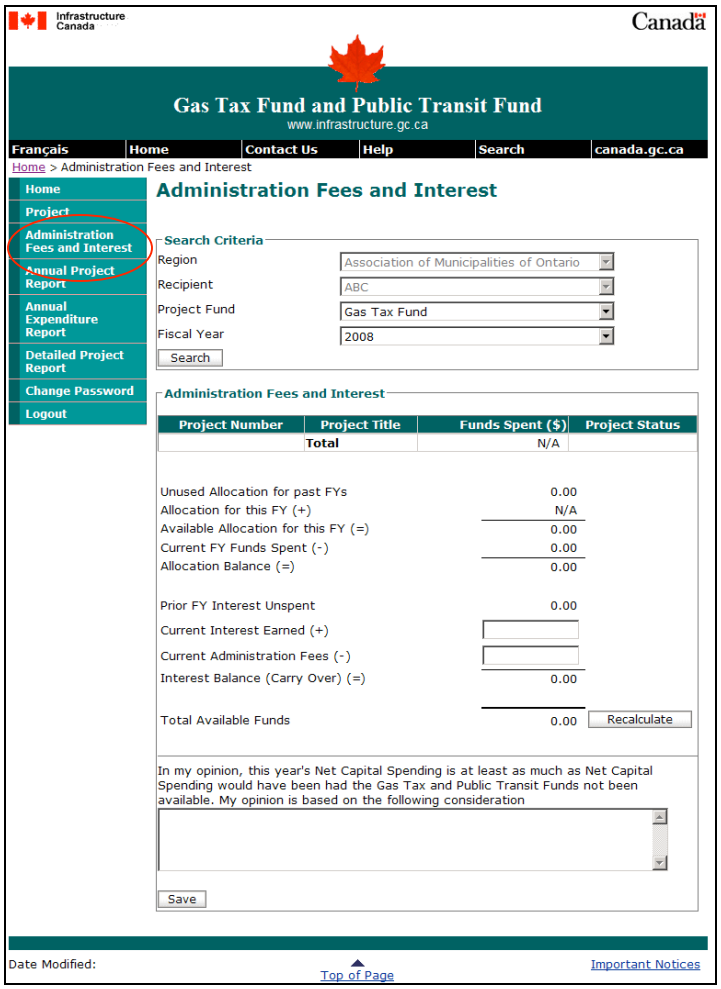
Administration costs may be paid for through the interest earned on either Gas Tax or Public Transit funds. Administration costs may not be paid for directly from Gas Tax or Public Transit funds.

Clicking Search after selecting a fiscal year and project will cause the page to display the Interest Earned and Administration Costs information saved in the database for the selected Region/Recipient/Funding Program/Fiscal Year.

The user will be able to add/update the Interest Earned and Administration Costs.



*	**Region**	A drop-down list of the Regions that a user has access to, if the user may access more than one region. If the user may only access one Region, then this is a display of the Region associated to the user.
	Recipient	A drop-down list of the Recipients associated to the selected Region, if the user is a Regional or INFC level user. For Recipient level users, this field will display the Recipient name that the user is associated to.

*	**Project Fund**	A drop-down list of the funding programs that Interest Earned and Administration Costs may be entered against.
*	**Fiscal Year**	A drop-down list of the fiscal years defined for the programs.
	Search	Clicking search will cause the page to display the Interest Earned and Administration Costs information saved in the database for the selected Region/Recipient/Funding Program/Fiscal Year.
		The following report is generated 
Unused Allocation for past FYs		Read-only display of the SUM of unused allocation amounts from prior fiscal years for the Recipient. Calculated as: Sum (Prior Fiscal Years Allocations) – Sum (prior Fiscal Years Expenditures) for the Recipient and selected funding program. The prior fiscal years are considered to be all fiscal years prior to the selected fiscal year.

Allocation for this FY	Read-only display of the Allocation for the Recipient for the selected funding program and fiscal year.
Available Allocation for this FY	Read-only display of the SUM of Recipient Allocation for the selected fiscal year and funding program plus the Recipient Unused Allocation for past fiscal years.
Current FY Funds Spent	Read-only display of the SUM of funds spent (expenditures) for the Recipient, selected fiscal year and selected funding program.
Allocation Balance	Read-only display of the Available Allocation for this fiscal year minus the Current fiscal year funds spent.
Prior FY Interest Unspent	This is a read-only display calculated as: SUM (Prior fiscal years interest earned) minus SUM (Prior fiscal years administration costs) for the selected funding program.
Current Interest Earned (+)	This is an updateable, numeric field that captures the interest earned on program funds for the selected fiscal year. This field accepts dollars and cents. Amounts entered must be greater than $0.00.
Current Administration Fees (-)	This is an updateable, numeric field that captures the amount of administration costs incurred for the funding program and fiscal year. This field accepts dollars and cents. Amounts entered must be greater than $0.00.
Interest Balance (Carry Over) (=)	Read-only display field that is calculated as: Current Year Interest Earned + Prior FY Interest Unspent - Administration Costs for the Current FY.
Total Available Funds	Read-only display field that is calculated as: Allocation Balance + Interest Balance (Carry Over).
Opinion on Net Capital Spending	This is a text entry field that allows the Recipient level user to provide a description of how the Gas Tax and Public Transit funds are being used to supplement the Recipient's already planned spending on infrastructure projects.
Save - Will save the information entered on the page to the database.	

5. Annual Project Report

This page allows a user to enter selection criteria in order to produce an Annual Project Report according to the user's criteria.

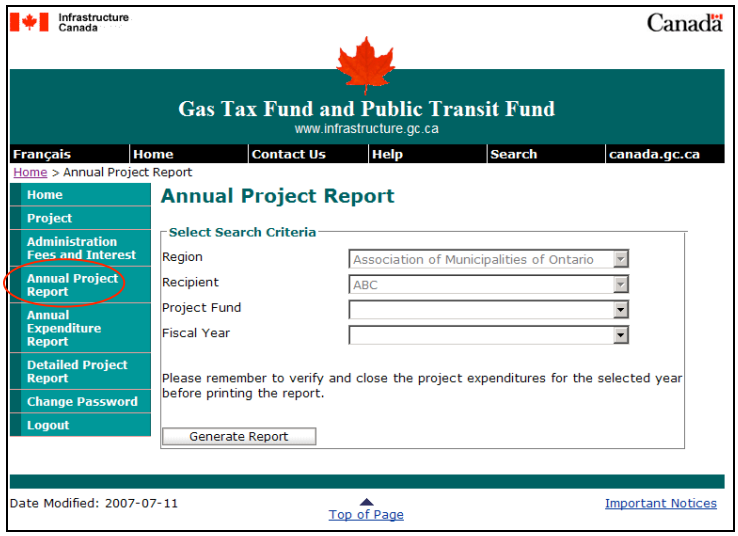
The selection criteria available for the generation of the Annual Project Report are:

- Region
- Recipient
- Project Fund
- Fiscal Year

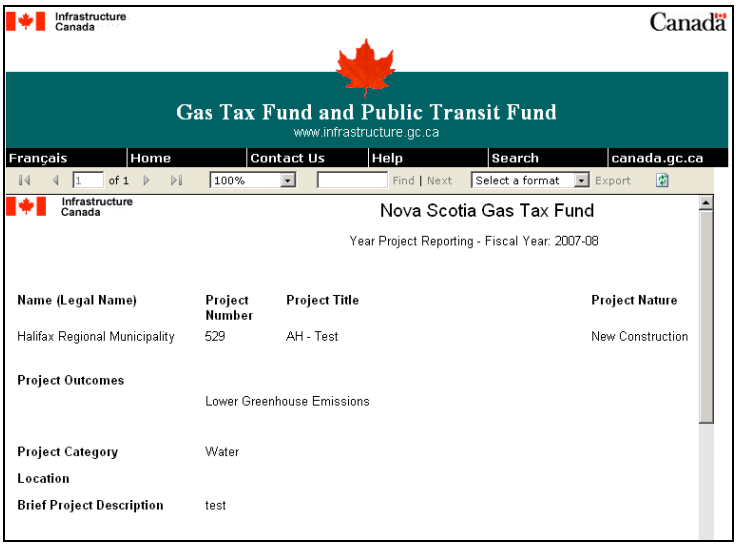
After selecting the desired criteria, the user may click on the Generate Report button in order to view a report of projects according to the selection criteria entered.

In order to generate a report, the user must select values for the mandatory fields and then click on the Generate Report button. Clicking on the Generate Report button will cause the report to be generated and displayed to the user in their browser window.

In order to print the report, the generated report must be exported to a PDF document, and then printed as a pdf document. To generate the pdf version of the report, select "Acrobat (PDF) file" from the 'Select a format' drop-down list and then click on the Export button.



The following report is generated

		
*	**Region**	A drop-down list of the Regions available to the user. If a user only has access to a single region, this field will be defaulted to the single region associated to the user.
*	**Recipient**	A drop-down list of the Recipients associated to the selected Region. For INFC and Regional level users, this field will also contain an "All" option. Selecting the "All" option will cause the report to include all Recipients for the selected region. For Recipient level users, this field will be defaulted to the Recipient associated to the user.
*	**Project Fund**	A drop-down list of the funding programs available for selection.
*	**Fiscal Year**	A drop-down list of the fiscal years defined for the funding programs.
	Generate Report	Will validate that all required selection criteria are provided and then will generate the report.

6. Annual Expenditure Report

This page allows a user to enter selection criteria in order to produce an Annual Expenditure Report according to the user's criteria.

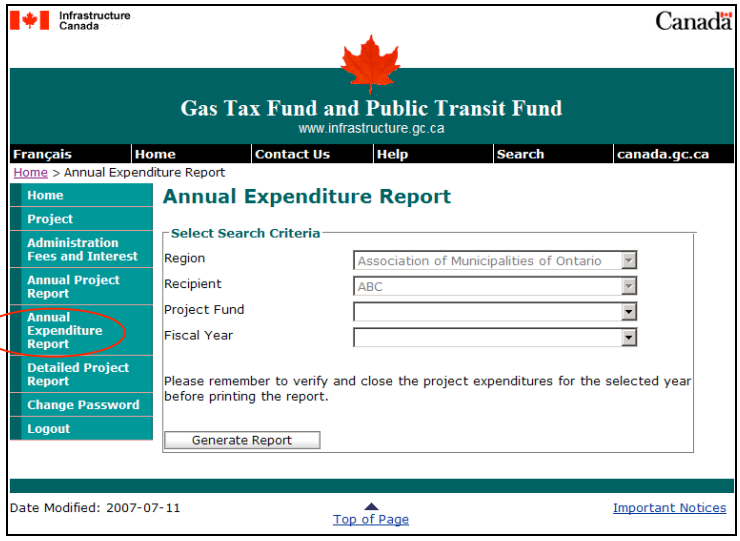
The selection criteria available for the generation of the Annual Expenditure Report are:

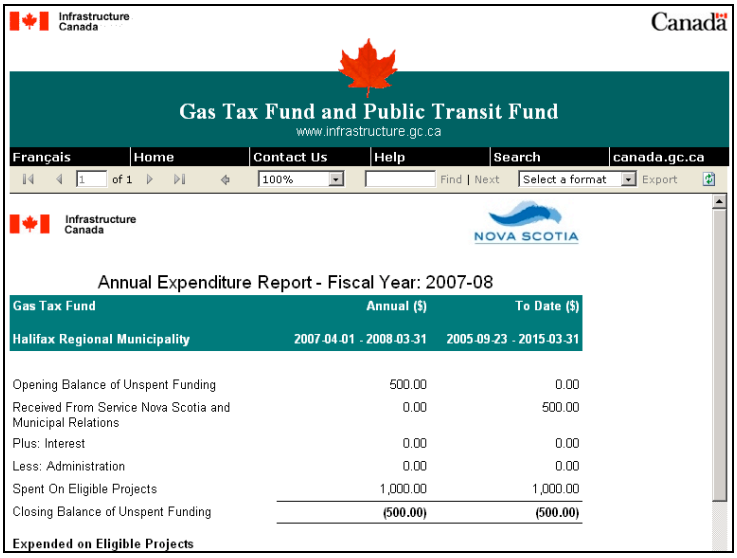
- Region
- Recipient
- Project Fund
- Fiscal Year

After selecting the desired criteria, the user may click on the Generate Report button in order to view a report of projects according to the selection criteria entered.

In order to generate a report, the user must select values for the mandatory fields and then click on the Generate Report button. Clicking on the Generate Report button will cause the report to be generated and displayed to the user in their browser window.

In order to print the report, the generated report must be exported to an Adobe PDF document, and then printed as a pdf document. To generate the pdf version of the report, select "Acrobat (PDF) file" from the 'Select a format' drop-down list and then click on the Export button.



		The following report is generated 
*	**Region**	A drop-down list of the Regions available to the user. If a user only has access to a single region, this field will be defaulted to the single region associated to the user.
*	**Recipient**	A drop-down list of the Recipients associated to the selected Region. For INFC and Regional level users, this field will also contain an "All" option. Selecting the "All" option will cause the report to include all Recipients for the selected region. For Recipient level users, this field will be defaulted to the Recipient associated to the user.
*	**Project Fund**	A drop-down list of the funding programs available for selection.
*	**Fiscal Year**	A drop-down list of the fiscal years defined for the funding programs.
	Generate Report	Will validate that all required selection criteria are provided and then will generate the report.

7. DETAILED PROJECT REPORT

This page allows a user to enter selection criteria in order to produce a Detailed Project Report according to the user's criteria.

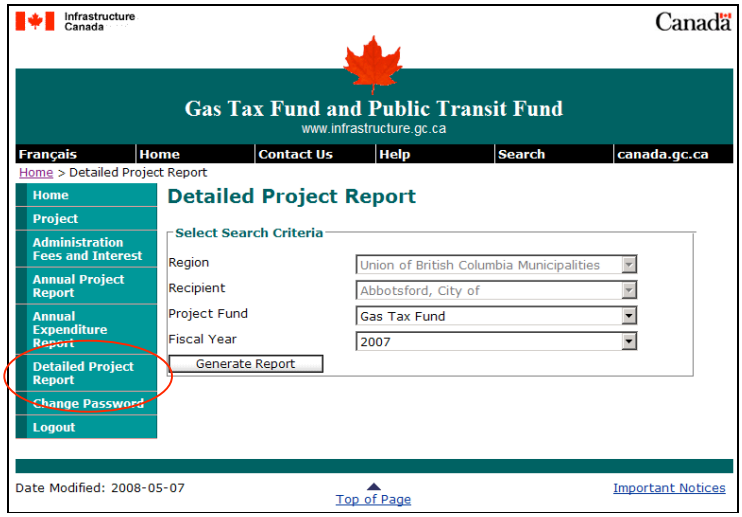
The selection criteria available for the generation of the Annual Expenditure Report are:

- Region
- Recipient
- Project Fund
- Fiscal Year

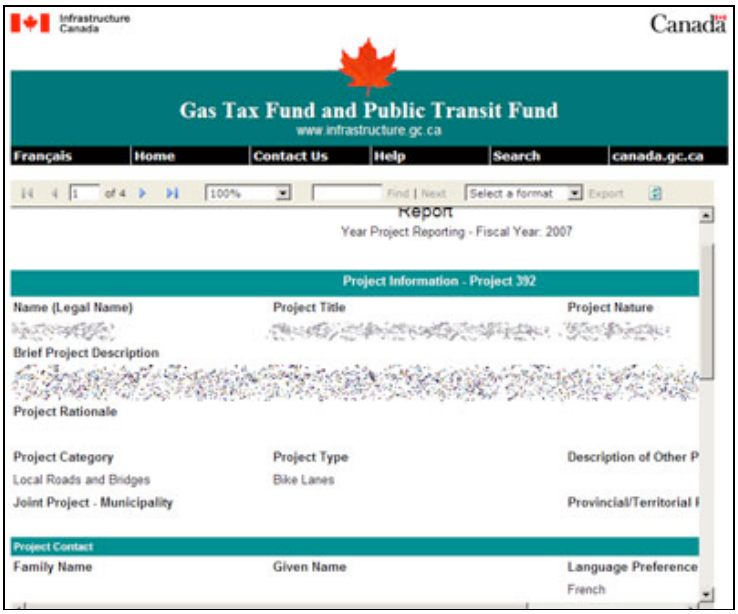
After selecting the desired criteria, the user may click on the Generate Report button in order to view a report of projects according to the selection criteria entered.

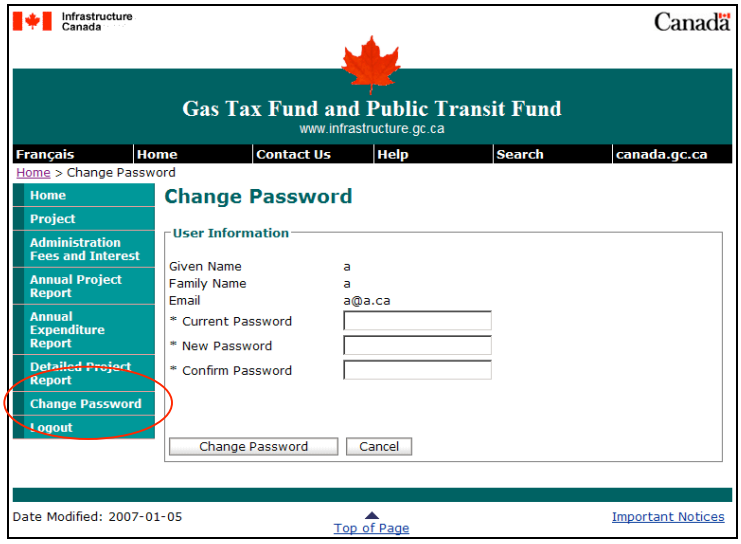
In order to generate a report, the user must select values for the mandatory fields and then click on the Generate Report button. Clicking on the Generate Report button will cause the report to be generated and displayed to the user in their browser window.

In order to print the report, the generated report must be exported to an Adobe PDF document, and then printed as a pdf document. To generate the pdf version of the report, select "Acrobat (PDF) file" from the 'Select a format' drop-down list and then click on the Export button.



The following report is generated

		
*	**Region**	A drop-down list of the Regions available to the user. If a user only has access to a single region, this field will be defaulted to the single region associated to the user.
*	**Recipient**	A drop-down list of the Recipients associated to the selected Region. For INFC and Regional level users, this field will also contain an "All" option. Selecting the "All" option will cause the report to include all Recipients for the selected region. For Recipient level users, this field will be defaulted to the Recipient associated to the user.
*	**Project Fund**	A drop-down list of the funding programs available for selection.
*	**Fiscal Year**	A drop-down list of the fiscal years defined for the funding programs.
	Generate Report	Will validate that all required selection criteria are provided and then will generate the report.

8. CHANGE PASSWORD		
*	**Current Password**	This is a mandatory input field that captures the user's currently saved (old) password. The user must correctly enter their existing password in order to save a new password.
*	**New Password (twice)**	These are two mandatory input fields that capture the user's desired (new) password. The user must enter the exact same text into the New Password fields in order to change their password.
*	**Change Password**	Will validate that all mandatory fields have been entered and will save the information to the database.
	Cancel	Will clear all changes made on the page and reload the page with the data last saved to the database.
9. LOGOUT 		Wherever you are on the GTF-PTF application, if you would like to logout, click on the Logout option on the side menu and the initial login page will be displayed. You may now exit the system by selecting the 'x' in the upper right hand corner of the screen.